

HOMELAND SECURITY SENIOR ADVISORY COMMITTEE OPERATING PRINCIPLES

**Prepared by the Arizona Department of Homeland Security
Updated and Approved by the SAC on 9/9/2013**

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Definition

Throughout this document "the Department" will be used to refer to the Arizona Department of Homeland Security (AZDOHS).

Authority

The authority of the Homeland Security Senior Advisory Committee (SAC) is established in Arizona Revised Statute (ARS) Section 41-4254 as follows:

41-4254 & 41-4256. Senior Advisory Committee; membership; duties

- A. "The SAC is established to enhance integration of disciplines involved in Homeland Security. In addition to membership required or permitted by federal homeland security grant program guidance, the committee consists of the following members:
 - 1. Two members of the House of Representatives who are appointed by the speaker of the representatives and who are members of different political parties or the members' proxies.
 - 2. Two members of the Senate who are appointed by the president of the senate and who are members of different political parties or the members' proxies.
- B. The Committee shall operate in accordance with federal homeland security grant program guidance."

The SAC is established in accordance with Arizona Revised Statute (ARS) Section 41-4254 and 41-4256 and Federal Department of Homeland Security Grant Guidance/Funding Opportunity Announcement (FOA). The members consist of the Director, of the AZDOHS, four legislative members and seventeen other advisory members who are appointed by the governor pursuant to section 38 Section 211.

Management of the Committee was placed in the Department as stated in ARS Section 41-4256 (Definitions):

Governor appointments are described in ARS 38-211 (Appendix B).

Purpose and Functions

ARS Section 41-4254 states the department shall:

- A. Provide to the senior advisory committee members a summary of the amount of federal homeland security monies requested by the state for each grant program.
- B. Receive all awards granted to this state by the federal government for homeland security purposes and provide to the senior advisory committee members a list of the allocations of

federal homeland security grants to this state along with the project title and the amount of each subgrantee award.

- C. Coordinate with other state and federal agencies to publish a guide for grantees that receive homeland security monies. The guide shall ensure that monies distributed by the department:
 - a. Are coordinated across all levels of government
 - b. Avoid duplication of grant awards
 - c. Eliminate security gaps in every level of government.

The SAC will play a critical role in homeland security efforts in Arizona by:

- Working with the Department to ensure coordination, collaboration and integration of homeland security preparedness initiatives across funding streams, disciplines, agencies, and all levels of government with operational responsibilities for prevention, protection, mitigation, response, and recovery activities within Arizona;
 - Provide comment to the Director, AZDOHS regarding funding recommendations made by the Regional Advisory Councils (RAC), the Phoenix Urban Area Security Initiative (UASI), the Operation Stonegarden Working Groups (OSPGWG), and the Operation Stonegarden Oversight Committee;
 - Lending expertise to the Department so that homeland security initiatives leverage U.S. Department of Homeland Security resources as well as other Federal, State, local and Tribal resources;
 - Providing advice to the Director, AZDOHS in reference to homeland security issues.
- Refer to the State Homeland Security Strategy (SHSS), Threat Hazard Risk Assessment (THIRA), and the State Preparedness Report (SPR) as guiding documents.

Strategic Initiatives

The key strategic initiative is to foster preparedness collaboration across disciplines, the private sector, non-profit organizations, faith-based, community, and all levels of government, including local, State, Tribal, with a goal of maximizing coordination and reducing duplication of effort. Encourage the leveraging of various funding sources to enhance state, local, and Tribal capabilities in support of the SHSS, THIRA, and the SPR.

Membership

The membership of the Homeland Security Senior Advisory Committee (SAC) is established in Arizona Revised Statute (ARS) Section 41-4256 and in accordance with the U.S. Department of Homeland Security Grant Guidance/FOAs and is as follows:

- Homeland Security Advisor, Director, AZDOHS
- State Emergency Management Director, ADEM
- State Public Health Officer, Director ADHS
- State Public Safety Officer, Director DPS
- SAA for Justice Grants, Executive Director, ACJC
- Statewide Interoperability Coordinator, ADOA
- State Department of Economic Security, Director AZDES
- State Juvenile Corrections, Director AZDJC
- State Citizen Corp Council, Chair AZSCCC
- Republican State Senator
- Democrat State Senator
- Republican State Representative
- Democrat State Representative
- League of Cities and Towns Representative
- Arizona Commission of Indian Affairs, Executive Director
- County Sheriff's Association Representative
- State Fire Marshall

- Fire Chief's Association Representative
- Association of Police Chiefs Representative
- Tucson Urban Area Security Initiative Coordinator
- Phoenix Urban Area Security Initiative Coordinator

Members serve at the will of the appointing official (Governor, Speaker of the House, President of the Senate).

Meetings and Quorums

The SAC shall meet quarterly or at the discretion of the Director who shall serve as chairman.

A meeting is defined as: "38-431. Definitions 4. "Meeting" means the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action..."

A quorum means a majority of the entire membership seats of the body.

Meeting notices are handled in accordance with 38-431.02. (See Appendix C).

Meeting may be held via webinar, tele-conference, or in person.

38-431.01. Meetings shall be open to the public

"A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting..."

Executive Sessions

The SAC upon a majority vote of a quorum of the members, may hold an executive session on any listed agenda items pursuant to ARS Section 38-431.03 (A) (2), (3) and (4). If authorized by a majority vote, the executive session will be held immediately after the vote and will not be open to the public. A public vote shall be taken before any legal action binds the public body.

Agendas

The SAC agenda is developed by the Department. Parties interested in suggesting agenda items for SAC meetings should contact the Department at (602) 542-7013.

Agendas may include the following types of items:

- Welcome, Introduction and Roll Call
- The Department Update
- Approval of past meeting minutes
- Overview of Grant Projects Recommended by the RACs, UASI, and OPSGWGs for Funding
- Call to the Public
- Call to Adjourn

Any agenda item on which the Committee may be asked to take action will be specified as an action item on the agenda.

Protocols; Calls to the Public

SAC meetings are formally called to order by the Chairman. The Chairman manages the meeting in accordance with the meeting agenda.

The Chairman, in its discretion, may ask members of the homeland security partner agencies and/or organization in attendance to provide input on or comment regarding an agenda item. A committee member, in his/her discretion, may suggest that a member of the homeland security partner agencies and/or organizations in attendance, who has knowledge about an agenda item under discussion, could provide valuable input to the Committee. All such input may be regulated by the chairman, in terms of duration and number, to assure that the meeting stays within agenda parameters.

If neither the Chairman nor a Committee member call for input on a particular agenda item, then an attendee can provide input during the 'Call to the Public' segment of the meeting. At public meetings, calls to the public are handled in accordance with 38-431.01. In accordance with ARS 38-431.01.H committee members may respond to criticism made during the Call to of the Public, may ask staff to review a matter, may refer a matter to a workgroup or committee or may ask that a matter be placed on a future meeting agenda. However, committee members may not take legal action on matters not properly noticed for such action.

Subcommittees and Workgroups

The SAC may establish committees or workgroups on matters under consideration by the SAC.

Subcommittees or workgroups can be standing groups or ad-hoc groups formed or disbanded as needed by the SAC or the Chairman.

Subcommittee or workgroup meetings are conducted as public meetings.

Committee and workgroups shall report on their activities and provide related advice at SAC (open, public) meetings. The advice of these subcommittee or workgroups will be advisory only.

Expenses

SAC members can be reimbursed for expenses in accordance with subsection E of 41-3541:

“E. Commission members are eligible for reimbursement of expenses pursuant to title 38, chapter 4, article 2.” (see 38-621) (Appendix B).

SAC members who wish to be reimbursed should contact the Department finance staff.

Conflicts of Interest

Commissioners must disclose any conflicts of interest in accordance with 38-503.

38-503. Conflict of interest; exemptions; employment prohibition

“B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.”

Glossary

Department	Arizona Department of Homeland Security
AZDOHS	Arizona Department of Homeland Security
ARS	Arizona Revised Statute
CCA	Core Capabilities Assessments
FOA	Funding Opportunity Announcement

OPSGWG	Operation Stonegarden Working Group
RAC	Regional Advisory Council
SHSS	State Homeland Security Strategy
SPR	State Preparedness Report
THIRA	Threat Hazard Risk Assessment
UASI	Urban Area Security Initiative